

Kentucky



Entered the Union 1792

Population (est. 1994):
3,827,000 Rank: 24/50

Land Area (square miles):
39,732 Rank: 36/50

State Historical Records Coordinator:

Richard Belding


Public Records Division


Kentucky Department for Libraries and Archives


PO Box 537, Frankfort, KY 40602

Telephone: (502) 564-8300, ext. 252

Internet: belding@a1.kdla.state.ky.us

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<p>State Archives Established: 1958</p> <p>State Records Management Initiated: 1958</p> <p>Archives and Records Management Placement Education, Arts, and Humanities Cabinet; Department of Libraries and Archives (DLA), Public Records Division</p>	<p>Total State Govt Expenditures (1993): \$9,550,437 ,000</p> <p>Total Budget, Archives and Records Management (FY 1994): \$2,990,460</p> <p>Percent of Total State Expenditures Allocated to Archives and Records: 0.031 %</p> <p>Department of Libraries and Archives funding has been relatively stable over last 2 years.</p>

STAFFING		
State Government FTEs (1992): 76,254		Number of Archives/Records FTEs per 1000 State FTEs: 0.87
Archives & Records FTEs (1994):		Average earnings for all full-time state employees (Oct. 1992): \$28,188 per year
Total	66	Salary ranges for entry level professionals
Archives	31	
Records Mgt	34	
Other	1	
		Archivist \$15,792-27,624
		Records Analyst \$15,792-27,624

HOLDINGS							
State Archives				Records Center			
Paper records	Government	93,884	cu. ft.	Paper records	Government	74,438	cu. ft.
	Nongovernment	0	cu. ft.	Maps, blueprints, drawings		3,000	cu. ft.
Microfilm (total no. of rolls)		132,374	rolls				
Photographs		601,000	items				
Films, videos, audio tapes		4,250	items				
Maps, blueprints, drawings		500	cu. ft.				

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits

7,877

Mail requests

5,891

Telephone requests

5,302

Reference activity increased over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state mail requests

Answers to out of state nongenealogical requests

cont.

Arrangement and description activities (FY 1994)

Records arranged and described

382 cu. ft.

(105 series)

Descriptions of holdings are provided through:

Networks:

RLIN

Home page:<http://www.kdla.state.ky.us>

Nonelectronic finding aids

available at State Archives describe 85% of the holdings at the records group and series level.

Published finding aids

produced by State Archives describe 2% of holdings at record group and series level

cont.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:

Answers to out-of-state genealogical mail requests
Photocopies and faxes of documents or finding aids
Typed certified copies or exemplifications
Commercial use of documents/photos

Fees for out-of-state genealogical mail requests and fax services have been initiated in last 2 years; other fees have increased.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 5% of State Archives holdings at the series level

Automated finding aids accessible remotely describe 70% of State Archives holdings at the records group and series level.

FACILITIES



State Archives Building

(owned by Department for Libraries and Archives)

Constructed: 1979-82

Total storage capacity: 94,055 cu. ft.

Percent now occupied: 99%
Already full to capacity.
Construction of new records center with additional archival storage planned.

Existing environmental controls (ANSI/NFPA standards):

100% year-round temperature controls
100% year-round humidity controls
100% fire detection
100% fire suppression

State Records Center

(2 facilities leased by Department for Libraries and Archives)

Total storage capacity: 78,614 cu. ft.
(60,782 cu. ft. primary facility;
17,832 cu. ft. supplemental facility)

Percent now occupied: 95%
Will be full within 5 years
Construction planned pending legislative approval for capital construction.

Existing environmental controls (NFPA standards):

0% year-round temperature controls
0% year-round humidity controls
50% fire detection
100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by DLA (FY 1994):

No. completed 4,489 (state agencies)
7,051 (local governments)
No. of agencies served 178 (state agencies)
976 (local governments)

No. of local government units (1992):

120 counties 177 school districts
438 municipalities 610 special districts

Services to state and local governments provided by PRD:

Consultation and training
Publications
Conservation/preservation (for a fee)
Micrographics services (for a fee)
Labor (inventorying, processing, conservation) in agencies

DLA has authority to accept original archival records from local governments.

MICROGRAPHICS



Microfilming activities by Dept for Libraries and Archives (FY 1994)

Source document microfilming 7,420,579 images
Processing 7,188 rolls
Duplicating 10,488 rolls
19,129 fiche

DLA provides centralized micrographics services for state and local government agencies.

DLA has not experienced redox problems.

DLA stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES



Preservation activities by State Archives (FY 1994)

18,969 sheets cleaned 27,838 sheets deacidified
1,831 sheets mended 7,974 sheets encapsulated

DLA has an agency preservation officer and employs a trained, full-time conservator.

DLA has a written preservation plan and a written disaster plan.

No statewide preservation plan is in place, but the Department for Libraries and Archives administers a statewide disaster response program.

AUTOMATED APPLICATIONS**DLA uses automation applications for the following:**

Finding aids	Word Perfect 5.1
Accessioning	Rbase
Records scheduling	Rbase
Correspondence	WPS Plus; MSWord for Windows
	Word Perfect 5.1
Bookkeeping	Lotus; Excel
Publications	Rbase; Pagemaker
Space management	Rbase

Electronic Mail

Department for Libraries and Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through both a government-wide e-mail system and through another provider.

NASIRE reports that Kentucky has implemented a major statewide/cross-agency e-mail system.

ELECTRONIC RECORDS

Department for Libraries and Archives has an electronic records management program integrated with its regular program.

DLA has surveyed/inventoried and scheduled dispositions for electronic records.

DLA provides security storage for and has accessioned electronic records.

Kentucky state government has adopted an information policy that incorporates public records management, as well as information systems management goals. The policy was promulgated by a committee of the Kentucky Information Resources Management Commission (KIRM); which was chaired by the commissioner of KDLA, public records division staff assisted in drafting the adopted policy.

Statewide price contracts for imaging products and services have been established as part of a larger effort by the KIRM Commission. They set broad imaging standards and establish fixed prices for imaging equipment and application development services. Price contracts are currently being awarded after a formal bid process that involved staff extensively during the last six months

Kentucky's open records statute was amended in 1994 to reaffirm and emphasize that computerized information maintained by public agencies constitutes a public record and must be managed in conformance with public records statutes. The revised statute and subsequent attorney general opinions stress that failure to manage records properly is a violation of the open records law; staff believes this provides government with an important and clearer impetus for improving management of electronic records.

The 1994 statute also emphasizes that agencies must provide access to electronic records in the same way they do records in other media, and requires that copies of electronic records be provided to noncommercial requesters at media cost and in flat-ASCII, paper, or native formats, *at the preference of the requester*. Commercial requesters may be charged additional fees, at the discretion of the agency.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1958 statute (original legislation)
Includes electronic records and encompasses e-mail.

Public's right to access to government records provided in statute.

Restrictions to specific classes of records provided, restrictions expire after 50 years for archival holdings only.

Permanent paper standards

1976 regulation

Optical imaging standards**Admissibility of microfilm**

1952 statute, regulations, guidelines

Admissibility of optical images

1990 statute

Admissibility of electronic records

ca. 1980 statute

Theft/defacement of a public record

1992 statute

Replevin

1958 and 1970 statutes, guidelines

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Kentucky Information Resources Management (KIRM) Commission; DLA is actively involved in KIRM and active in the state's IRM work.
cont.

Electronic Access to Government Information and Services

NASIRE reports that electronic access to state government information is in the planning process; a pilot project is being conducted.

KDLA reports that a network to handle voice, data, and video signals to all 120 counties should be operational by the end of 1995; the system will connect state agencies, schools, local governments, and
cont.

Information Policy and Information Infrastructure Initiatives, cont.

**Information Policy Coordination**

Constituted formally, assigned to Kentucky Information Resources Management Commission; DLA is active in the state's information policy work.

Government Information Locator Service

Under development.

Electronic Access, cont.

public institutions, including public libraries. [NAGARA *Clearinghouse* (Fall 1994): 12]

Commonwealth of Kentucky:

<http://www.state.ky.us/Kentucky>

Department for Libraries and Archives

<http://www.kdla.state.ky.us>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

**Electronic Records Initiatives**

see under "Electronic Records," above

Video on Open Records Law

[*Clearinghouse* Fall 1994]

Friends of Kentucky Public Archives, Inc.**Local Government Records Grants Awarded**

[NAGARA *Clearinghouse*, Summer 1994]

Kentucky Archives Institute, annual, July

[NAGARA *Clearinghouse*, Summer 1994]

Public Archives Symposium, annual, November

FOR FURTHER INFORMATION

**State Archives and Records Management**

Richard Belding, State Archivist, Public Records Division
Kentucky Department for Libraries and Archives

PO Box 537, Frankfort, KY 40602

Telephone: (502) 564-8300, ext. 252

Fax: (502) 564-5773

Internet: belding@a1.kdla.state.ky.us

Notes

Abbreviations/Acronyms

COM Computer output microfilm

COSHR Council of State Historical Records Coordinators

FTEs Full time equivalent staff positions

SHRAB State Historical Records Advisory Board

N/A Not available

NAGARA National Association of Government Archives and Records Administrators

NASIRE National Association of State Information Resources Executives

NGA National Governor's Association

NHPRC National Historical Publications and Records Commission

RLIN Research Libraries Information Network

SHRAB State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Diana Moses, Manager, State Records Branch, Public Records Division, 300 Coffee Tree Rd., PO Box 537, Frankfort, KY 40602-0537.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.